

Overview: View your personal and organization goals using this business process. You can add or edit goal notes and link goals. This report shows current goals that have a status of:

- Goals Not Assigned a Status
- In Progress
- Completed.

1. Enter **My Goals** in the Search box.
2. Select **My Goals** from the Task and Reports list.
3. Click **Edit** to open the In Progress section.

In Progress Section

1. Click **+** to open the section.
2. Enter the **Goal**.
3. Enter the **Description**.
4. Click Prompt and select the **Category**.

CATEGORY	DEFINITION
Departmental/Team Goal	Goals that support the Laboratory's strategic goals and are translated into specific goals at the Departmental/Team level.
Development Goals	Goals that encourage an employee to hone or expand current skills or acquire new skills.
Ongoing Job Responsibilities	Major job requirement or activity identified in a job description that must be met on a continuous basis. These goals include routine tasks or tasks that remain relatively constant.
Project Based Goals	Special projects or other tasks unique to the current performance cycle. These goals change from year to year.

5. If the goal supports a department or Lab-wide goal, select the goal it **Supports**.
6. Enter a **Weight** for this goal to prioritize your goals.
7. Enter the **Due Date**.
8. Select the **Status** of the goal.

STATUS	DEFINITION
In Progress	This goal has not yet been completed.
Completed	This goal has been successfully completed.

9. Click **Submit**.

10. Click **Done**.

Complete the process above to add additional goals in the following categories:

- In Progress
- Completed.

When all goals have been entered or updated, click the Workday logo at the top of the window to return to the FermiWorks Home page.

The goal is sent to your manager for review and approval. Once the goal is approved, a notification is sent to your FermiWorks Inbox.